

Request for Qualifications and Cost Information for Design Services

The Bear River Association of Governments (BRAG) is seeking design services for a publication that will highlight the performance and progress of all seven Association of Governments (AOG's) in the State of Utah.

The publication will be around 32 pages and will describe the performance of the seven AOG's over the last 40 years. It will also describe the services currently provided by the AOG's.

BRAG and the other AOG's will provide content and photos. The designer/design firm will be responsible for developing the format, themes, look and feel of the publication that could also be applied to a web site application.

Sealed proposals must be submitted to the BRAG office, at 170 North Main, Logan, Utah 84321 no later than 4:00 p.m. on Friday March 6, 2009. It is important that the proposal be clear, concise and limited to 5 pages (not counting examples). The proposal should describe qualifications and pricing policy. Up to three examples of similar work completed by the firm may be included. A designated firm representative or officer who is authorized to bind the firm contractually must sign the proposal. (Please enclose seven copies.)

Consultants who find that the information contained herein is not sufficient to complete a proposal should contact Cindy Bilskie at 435.752.7242.

BRAG reserves the right to reject any and all proposals and waive any irregularity, information or technicality in the proposals in BRAG's best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms can not be mutually agreed upon, BRAG reserves the right to enter into negotiations with one of the other qualified designers/design firms.

Proposals Should Provide:

1. Name, address, telephone, Web and email address of the firm or individual submitting the proposal along with the name of the contact person who would be responsible throughout the project.
2. The age of the firm and its average number of employees over the past five years.
3. Descriptions and examples of publications completed by the proposer that would have bearing on this project.
4. Resumes of those individuals who would be working on this project, including names, association with the firm, education, training, qualifications, work experience, and proposed level of participation on this project.